



PHILIP L. BROWNING  
Director

County of Los Angeles  
**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**  
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Board of Supervisors  
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Fifth District

September 06, 2016

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

33 September 6, 2016

LORI GLASGOW  
EXECUTIVE OFFICER

**REQUEST APPROVAL OF INCIDENTAL EXPENSES AND DELEGATED AUTHORITY TO  
PROCURE SERVICES AND FOOD ASSOCIATED WITH CONFERENCES**

**(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The County of Los Angeles Department of Children and Family Services (DCFS) is seeking Board approval for the use of Department funding to pay for incidental expenses for ongoing Department and Countywide community events and for expenses related to Conferences for Fiscal Years (FYs) 2016-17 and 2017-18.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve the County of Los Angeles DCFS Director, or his designee, to use the FY 2016-17 and FY 2017-18, budgeted funds for expenditures associated with provision of food and beverage for Department and Countywide community events, not to exceed the amount of \$35,000 per year.
2. Delegate authority to the Director of DCFS, or his designee, to procure services for Conferences sponsored or co-sponsored by the Department which may include rental fees, food and beverage purchase, for FY 2016-17 and 2017-18, as long as the cost does not exceed \$40,000 per event and the total annual amount does not exceed \$200,000 per FY.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Board approval of the recommended actions will allow DCFS to continue to incur incidental expenses for food, beverages, and meeting spaces for participants, guests and volunteers. The purpose of these events include; the dissemination of information to individuals and/or organizations; conduct ongoing trainings to meet mandated training hours for the State and county requirements; meetings to support, plan, partner and implement programs and host various Conferences to network with communities to work together to improve the outcomes for children and youth in the child welfare system. This upcoming FY, the Department will plan meetings and conferences related to Congregate Care Reform with providers.

The provision of food and beverages during Conference style events helps to retain participants onsite, while the provision of food and beverages during community events, creates an inviting environment as well as maintains participant's level of interest and engagement throughout the duration of the entire meeting.

The number of annual Conferences and the number of attendees will vary for each event. The funds will be expended to cover not only food and beverages, but also to cover the costs associated with printing brochures and mailers, translator fees, parking, audio-visual equipment charges and other service charges associated with the events.

The Chief Executive Officer (CEO) has reviewed and approved this letter. County Counsel has also reviewed this letter.

### **Implementation of Strategic Plan Goals**

The recommended action is consistent with the Countywide Strategic Plan, Goal #1 Operational Effectiveness/Fiscal Sustainability.

### **FISCAL IMPACT/FINANCING**

Sufficient funding is available in DCFS' FY 2016-17 Adopted Budget and funding will be available in FY 2017-18 Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

County Code Section 5.40.097, Incidental Expenses, authorizes department heads an annual total sum of \$5,000, up to \$500 per occurrence, for incidental expenses for breakfast, luncheon and dinner meetings, conferences and events which are held for the discussion of departmental business and other necessary expenses incidental to the performance of the duties of county officers.

The total amount of expenses for the Conferences hosted by the Department exceed the threshold for incidental expenses, and it does not account for the use of federal, State and other funding for said events. Authorization to purchase refreshments and food items associated with hosting Conferences, meetings and resource fairs is requested.

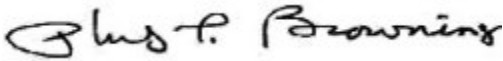
**CONTRACTING PROCESS**

The acquisition of venues, which may require use of food and beverages, falls within the authority of the County Purchasing Agent. Any such purchases will be requisitioned through, and accomplished in accordance with the County's purchasing policies and procedures.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The approval of the requested action will allow the Department to continue with the delivery of services and will support the design of various programs that require the planning, coordination, recruitment, training, support efforts and hosting of community events.

Respectfully submitted,



PHILIP L. BROWNING

Director

PLB:CMMKR:LTI:c

p

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Director, Internal Services Department